

Chief, Management Staff

3 January 1957

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Weekly Report - Week Ending 3 January 1957

1. Contributions

- a. The Subject-Numeric Filing System has been installed in three branches in OCI. This will expedite the filing and finding of material and assist in the segregation and transfer of inactive records to the center.
- b. The Records Center received 148 cubic feet of inactive records from five offices. Total records in the center 30,691 cubic feet.
- c. Completed six new and two revised forms, including revised Fitness Report.

2. General News

- a. Conducted legibility tests and determined that 12 pitch type should be procured for use with IBM Electronic Typewriter to be used in conjunction with Biographic Profile procedure.
- b. In cooperation with [redacted], assisted in revision of Handbook for Class B Accounting Stations. As a result, 8 forms will be eliminated and 4 new ones designed.

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Mgt/S/RMS

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